

Orig - Personnel

cc - " "

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cc - " "

cc - Contracts

cc - Chrono. RI

DPD-5195-59

30 July 1959

DPD-DD/P: [ ] lmw (30-7-59)

CONTRACT BRANCH

A. Responsibilities, Functions or Mission of Branch

Procurement of equipment, supplies and/or services as required to support DPD/DDP projects where security precludes such support by the Office of Logistics. The functions include, but are not limited to, the following:

1. Contract negotiations, administration, termination and settlement.
2. Property administration.
3. Liaison with Air Force, Army, Navy and other Government agencies.
4. Coordination with Air Force Audit Office on industrial contract audit (responsible for furnishing audit requirements, defining scopes of audit, and assisting in establishing audit priority schedule).
5. Coordination with DPD/DDP Depot, Air Force Depot, Agency Logistics Office, Material Support Branch (OC) and Navy to establish receipt of deliveries and property accountability.

B. Present Personnel

[ ] GS-15, 27 months.

25 YEAR RE-REVIEW

Chief, Contract Branch.

Supervision of Branch - Reviewing letters and contracts documents, cables, etc.

50%

Policy matters and liaison

20%

Budget and Program Approvals

15%

Miscellaneous

15%

[ ] GS-13, 18 months.

Deputy Chief, Contract Branch.

(Primarily on GUSTO, CORONA and ARGON)

Contract negotiation, administration, termination, settlement and property administration

75%

Liaison with Depot, DOD and Air Force Audit

25%

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~~SECRET~~B. Present Personnel - (Cont'd)

25X1 [ ] GS-13, 41 Months.  
Contract Specialist

25X1 (Primarily on CHALICE, [ ])

Contract negotiation, administration, termination,  
settlement and property administration 85%

Liaison with Depot and Air Force Audit 15%

25X1 [ ] GS-13, 35 Months.  
Contract Specialist

25X1 (Primarily on CHALICE, GUSTO, and [ ])

Contract negotiation, administration, termination,  
settlement and property administration 85%

Liaison with Depot and Air Force Audit 15%

25X1 [ ] GS-7, 19 Months.  
Admin. Asst.

(Primarily on CHALICE)

Contract negotiation, administration, termination,  
settlement and property administration 50%

Typing and miscellaneous 50%

C. What Functions Branch is Unable to Fulfill and Reasons

None.

D. Functions Branch is handling which are outside its normal responsibilities and for which it cannot properly be credited

1. Obtaining budget estimates.
2. Preparing, assisting with, or coordinating Program Approvals.
3. Assisting with generation of requirements and preparation of scopes of work.
4. Reporting weekly status of funds obligated and projected against a fiscal year budget.

The above amounts to approximately 1/3 man/month.

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**SECRET****E. Functions that could be transferred to another Agency component**

We have constantly shifted all work which security would permit.  
A few specific examples are:

1. Project [ ] for community purchases of photo exploitation equipment totaling approx. [ ]
2. Photo exploitation equipment for CORONA totaling in excess of [ ]
3. Air Section tech. reps., maintenance and overhaul and spare parts support and Research and Development totaling in excess of [ ] (1960 Budget only).
4. Refusal to take Navy or Air Force requirements outside of approved support (i.e., lenses from P&E for another Navy Program. Basis was saving in procurement lead time).

At the present time we know of no additional items which can be shifted unless it is determined that normal Agency channels can procure all equipment and services within required security and the entire Branch should be eliminated.

**F. Recommended Change in Personnel Requirements**

For self-serving reasons the following statistics on contract actions processed, dollar volume and personnel involved is furnished. (FY 58 is the latest complete year for both groups so it was used).

	Contract Br. PD/CL	Contract Br. DPD/IRP
Contract Actions	[ ]	
Total dollars		
Total Personnel		

\*Used FY 1959 statistics for contract actions since DPD didn't previously keep these.

I understand that the Procurement Division overall procurement increased approximately [ ] in FY 59 over FY 58. DPD's procurement increased slightly less than [ ] during the same period. If DPD's present budget is approved procurement requirements will exceed [ ]

Regardless of the above we feel we can probably complete our assignment without additional personnel if a Plant Rep. arrangement is approved at major contractor locations to relieve us of depot liaison and many of the day to day problems at the contractors' plants.

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Chief, Contract Branch